

PROPOSED REVISION OF THE  
**STANDING RULES**  
**PRESBYTERY OF THE PACIFIC**  
**2006**

(amended March 15, 2005)  
(amended September 13, 2005)  
(amended March 14, 2006)

Revised 8/2004, 3/2005, 9/2005, and 3/2006

STANDING RULES  
of the  
Presbytery of the Pacific

CHAPTER I - GENERAL PRINCIPLES

SECTION 1.10 DEFINITIONS

The Presbytery of the Pacific is the corporate expression of the Presbyterian Church (U.S.A.) consisting of all the churches and ministers of the Word and Sacrament within the County of Los Angeles in the State of California lying southerly and westerly of the following described line: commencing at the intersection of the Pacific Ocean and Mulholland Highway; thence northerly and easterly along Mulholland Highway to its intersection with Mulholland Drive; thence easterly along Mulholland Drive (including the Bel Air Presbyterian Church) to the Hollywood Freeway; thence southeasterly along the Hollywood Freeway to Franklin Avenue; thence easterly along Franklin Avenue to Western Avenue; thence southerly along Western Avenue to Sunset Boulevard; thence easterly along Sunset Boulevard to Fountain Avenue; thence easterly along Fountain Avenue to Hyperion Avenue; thence northerly along Hyperion Avenue to Rowena Avenue; thence southeasterly along Rowena Avenue to Fletcher Drive; thence northeasterly along Fletcher Drive to the Southern Pacific Railroad; thence southerly along the Southern Pacific Railroad to its intersection with Alhambra Avenue; thence easterly along Alhambra Avenue to the Los Angeles River; thence southerly along the Los Angeles River to the city limits of Vernon; thence along the westerly city limits of Vernon, Huntington Park, South Gate, Lynwood, Compton, and Long Beach to the Pacific Ocean; also all the churches and ministers of the Word and Sacrament within the State of Hawaii and the Midway Island Group. Churches and ministers of the Word and Sacrament who are members of the Hanmi Presbytery are excepted.

SECTION 1.20 GOVERNMENT

The Presbytery is governed by the Constitution of the Presbyterian Church (U.S.A.), and secondarily by the following Standing Rules adopted at a stated meeting of Presbytery. Meetings shall be conducted in accordance with the most recent edition of Roberts Rules of Order, except in those cases where the Constitution of the Presbyterian Church (U.S.A.) provides otherwise.

SECTION 1.30 RESPONSIBILITIES

The responsibilities of the Presbytery are those defined in the Constitution of the Presbyterian Church (U.S.A.), [Book of Order (G-11.0103)]. In particular, the Presbytery has the following responsibilities:

- A. Develop and administer strategy and program
- B. Develop and provide resources
- C. Administer funds
- D. Cause a corporation to be formed to receive, hold, sell, and encumber property
- E. Employ and supervise personnel in accordance with the provisions of the Constitution.

## CHAPTER II - MEMBERSHIP AND MEETINGS

### SECTION 2.10 MEMBERSHIP

The membership of the Presbytery of the Pacific consists of the ministers of Word and Sacrament on its rolls, the elders commissioned by the sessions of its member churches, and such additional elders as provided by the Form of Government -- Book of Order (G-11.0101).

### SECTION 2.20 MEETINGS

#### 2.21 Calendar

There shall be six meetings of the Presbytery each year, ordinarily held on the following days: the fourth Saturday of January; the second Tuesday of March; the second Tuesday of May; the second Saturday of July; the second Tuesday of September, except when this Tuesday immediately follows Labor Day Monday, when it shall be the third Tuesday of September; and the second Tuesday of November.

#### 2.22 Time and Place

All stated meetings shall be held at hours and in churches or places determined by Presbytery at a preceding meeting. The place of a special meeting shall be designated in the call.

#### 2.23 Changes

Necessary changes in the date or place of stated meetings may be made by Presbytery at a preceding meeting or by the General Mission Council.

#### 2.24 Adjourned Meetings and Special Meetings

Adjourned meetings may be held from time to time as Presbytery may determine. Special meetings may be called in accordance with the Form of Government – Book of Order (G-11.0201). The church or individuals requesting such a meeting shall remit the sum of two hundred (200) dollars to the treasurer of Presbytery at the time of the request, to defray the expenses of the call of such special meeting.

#### 2.25 Notices

Written notice of all meetings, other than adjourned meetings, shall be sent not less than ten days in advance to each minister of the Word and Sacrament, to each clerk of session, to each elder elected to a term as commissioner, and to all other persons comprising the Presbytery described in the Form of Government – Book of Order (G-11.0101, G-11.0400).

#### 2.26 Worship

Each stated meeting shall include a period of worship. At all stated meetings the Lord's Supper shall be shared, and the worship at the January meeting shall ordinarily include a sermon or address by the retiring moderator.

#### 2.27 Mileage Expense

The Presbytery may provide for the expenses incurred by its members in attending meetings of Presbytery or its committees by granting mileage allowances based on specific recommendations by the General Mission Council.

#### 2.28 Minutes

Minutes of each stated meeting shall be recorded and preserved by the stated clerk and copies in full, plus minutes of any adjourned or special meetings, shall be mailed or distributed by electronic means by the stated clerk to ministers serving congregations and clerks of sessions with the call for the next stated meeting, at which meeting minutes shall be reported for approval. All other ministers and elder commissioners may request copies of the minutes. Copies of minutes will be available at the Presbytery meeting.

## CHAPTER III - OFFICERS AND STAFF

### SECTION 3.10 TITLES

The principal officers of the Presbytery shall be moderator, vice-moderator, stated clerk, and minutes clerk.

### SECTION 3.20 MODE OF ELECTION, TERMS, DUTIES

#### 3.21 Moderator/Vice-Moderator

During the September meeting a person shall be elected to serve as vice-moderator for one year and as moderator for the following year. The moderator and vice-moderator shall be installed at the January meeting and take office upon installation. The moderator's duties shall be those described in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-9.0202). The vice-moderator shall perform the functions of the moderator when requested by the moderator or because of the inability of the moderator to serve. When the vice-moderator is unable to serve, the last previous moderator shall serve. The ecclesiastical budget shall include provision for the vice-moderator to attend General Assembly as an observer.

#### 3.22 Stated Clerk

The stated clerk shall be elected at a stated meeting of the presbytery and shall serve for a term of four years.

##### I. The stated clerk is:

- A. The continuing ecclesiastical officer of Presbytery;
- B. The custodian of all ecclesiastical records;
- C. The custodian of the roll, records, and files of the candidates under care of Presbytery;
- D. The custodian of the roll of ministers of Presbytery;
- E. The parliamentarian for Presbytery;
- F. Resource to and facilitator for the Permanent Judicial Commission and to administrative commissions;
- G. To teach Presbyterian Polity, history and Parliamentary Procedure to Clerks of Sessions. Teach and train other officers and members of Presbytery, especially commissioners to Presbytery, Synod and General Assembly;
- H. Resource to committees, councils and commissions regarding constitutional and polity issues that affect their particular responsibilities.

##### II. Duties and functions

- A. The stated clerk shall perform all duties and functions set forth in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-9.0203a), and all other portions where the duties of the stated clerk are described.

B. The stated clerk shall:

1. Transcribe the minutes of each meeting of Presbytery, which upon approval shall constitute the official record of Presbytery, and serve as custodian of these and the permanent files of Presbytery committees, commissions, and councils;
2. Maintain an accurate roll of Presbytery's churches, members, commissioned workers, inquirers and candidates for ministry of the Word and Sacrament, and certified Christian educators;
3. Issue the following communications and others as directed by Presbytery:
  - a. Notices of the meetings of Presbytery as set forth in these Rules, together with the docket of the meetings in consultation with the General Mission Council;
  - b. Notification of the election or appointment of members of Presbytery committees, commissions, and councils;
  - c. Correspondence with other presbyteries concerning the reception or dismissal of members of presbyteries;
  - d. Actions of General Assembly and Synod which require special notices;
  - e. The annual statistical forms from the Office of the General Assembly to each session within Presbytery;
4. Serve as secretary to the General Mission Council, without vote;
5. Transmit papers received from other agencies to the proper committee or other functional unit of Presbytery;
6. Report to Presbytery the annual statistical summary based on reports from the churches.
7. Prepare, in consultation with the treasurer and the Administration committee, the annual ecclesiastical expense budget and submit to Presbytery the recommended per capita apportionment;
8. Notify the churches of the approved per capita apportionments for Presbytery, Synod and General Assembly;
9. Arrange for the preparation of memorial minutes for deceased clergy members of Presbytery;
10. Assist the moderator and vice-moderator in preparation for meetings of Presbytery;
11. Attend General Assembly meetings;
12. Perform other duties and functions specifically assigned by Presbytery.

III. Accountability

1. The Stated Clerk is an officer of the governing body accountable to the Presbytery through the General Mission Council.

IV. Evaluation

1. An annual review shall be conducted by the Presbytery Moderator, the Vice Moderator, the Chairperson of the Committee on Ministry, and the Chairperson of the Committee on Preparation for Ministry. A major review will be conducted prior to the consideration of this person for new terms of office.

3.23 Minutes Clerk

The minutes clerk of Presbytery shall be elected for a one-year term, and shall assist the Stated Clerk in the following ways:

- A. Writing the original draft of presbytery minutes;
- B. Filing all papers received during meetings;
- C. Serving as temporary Stated Clerk in the absence or inability of that officer, or according to the direction of the General Mission Council.

3.24 Vacancies

Any officer other than the stated clerk may resign at any time by giving thirty days' notice to the stated clerk. The stated clerk's resignation shall be presented to the moderator. Any vacancy so created, or created by death, permanent disability, disqualification, or any other cause, shall be filled by regular election procedures. The General Mission Council shall have the power to make temporary appointment to the office of stated clerk to fill a vacancy occurring between meetings of Presbytery. Such appointment is temporary and Presbytery shall proceed to elect a stated clerk at its earliest convenience in the regular manner.

3.25 Compensation

Presbytery shall make provision for remuneration for the services of the stated clerk and the minutes clerk as determined annually by Presbytery on recommendation of the General Mission Council.

3.30 General Presbyter

There may be a general presbyter as well as associate general presbyters and other administrative staff as determined by the presbytery. The responsibilities, calling, accountability and review of the administrative staff are described in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-9.0700) and the Presbytery Manual of Administrative Operations.

3.40 Expenses

Presbytery shall make provision for the work related expenses of its officers and staff.

CHAPTER IV - ORGANIZATION

SECTION 4.10 GENERAL PRINCIPLES

4.11 Components

In order to discharge its functions in the work of the Church, Presbytery is organized with the following components: a General Mission Council, a corporation, and committees.

4.12 Fiscal Year

The fiscal year of the Presbytery shall be the calendar year.

SECTION 4.20 ELECTION AND TERMS OF SERVICE FOR GENERAL MISSION COUNCIL, COMMITTEES, AND TRUSTEES

4.21 The election of members to the General Mission Council, committees, and

trustees of the corporation shall normally be held at the September meeting of Presbytery. Terms of office shall begin on January first following election except where election is to fill an existing vacancy.

4.22 All the at-large members of Presbytery's General Mission Council, members of the committees, and trustees of the corporation, shall serve for a term of three years and shall be divided into three equal classes, one class to be elected each year, unless Presbytery directs otherwise.

4.23 No member shall be elected for a term of more than three years, nor shall a member serve for consecutive terms, either full or partial, aggregating more than six years. A member having served a total of six years shall be ineligible for reelection for at least one year.

4.24 When a member has been absent from three consecutive meetings of the General Mission Council or the committees of Presbytery or the corporation of Presbytery, (on recommendation of that organization) the Presbytery may declare the position vacant and elect another person to fill the unexpired term.

## CHAPTER V - GENERAL MISSION COUNCIL

Believing it is important to coordinate our work in order to carry out mission decently and in order, the Presbytery establishes a General Mission Council.

### SECTION 5.10 MEMBERSHIP

The Presbytery shall elect a General Mission Council consisting of:

The most recent living predecessor to the Moderator of Presbytery, who shall serve as chairperson,

The stated clerk of Presbytery, who shall serve as secretary without vote,

The moderator of Presbytery

The vice-moderator of Presbytery,

The chairperson of the Nominating Committee,

The chairperson of the Committee on Ministry,

The chairperson of the Committee on Preparation for Ministry,

The chairperson of the Committee on Representation,

The chairperson of the Congregational Life Committee,

The chairperson of the Governing Body, Polity and Records Committee,

The chairperson of the Administration Committee,

The chairperson of the Mission Interpretation and Promotion Committee,

The chairperson of the Communications Ministry Team,

The chairperson of the Council for Campus Ministry,

The Moderator of related organizations as may exist (such as: Presbyterian Women, Presbyterian Men, Youth Connection, Mariners, and others authorized by Presbytery.

The general presbyter, without vote,

Six (6) at-large members, nominated by the Nominating Committee, at least one of which shall be from Hawaii,

The synod executive, without vote.

The vice-chairperson may be appointed annually by the chairperson of the

General Mission Council from its voting membership.

SECTION 5.20 POWERS

The General Mission Council:

A. Shall have the responsibility to coordinate the work of the committees, and councils;

B. May appoint committees for special purposes;

C. Have specific powers which may be granted by the Presbytery, from time to time, as and when permitted by the Form of Government.

D. Shall nominate the Nominating Committee and the Committee on Representation and the chairperson of these committees.

SECTION 5.30 MEETINGS

The General Mission Council shall meet three times each year, ordinarily in the months of March, August and December. It shall also meet upon the call of the chairperson, upon the request in writing of any two members of the General Mission Council, and upon its own adjournment.

SECTION 5.40 QUORUM

A quorum of the General Mission Council shall be one-third of the voting membership.

SECTION 5.50 PRESBYTERY COMMITTEE ON STAFF

5.51 The Presbytery shall, through its General Mission Council, create a Presbytery Committee on Staff. This committee shall provide counsel, oversight, support, and review of the work and compensation of the Presbytery staff. It shall be accessible to the Presbytery staff at all times. It shall report to the General Mission Council.

5.52 Membership

The membership of this committee shall consist of one person from the General Mission Council, who shall be named the chairperson, and four persons nominated by the Nominating Committee. These five shall have vote. Others from the Presbytery of the Pacific who serve on the Synod Personnel Committee shall be members of this committee without vote. Members shall be appointed for three-year terms and shall be divided into three classes, one class appointed each year.

SECTION 5.70 PRESBYTERY COMMUNICATIONS MINISTRY TEAM (CMT)

5.71 The Presbytery shall, through its General Mission Council, create a Communications Ministry Team for the Presbytery. Responsibilities shall include, but not be limited to:

- oversight of all formally-documented communications within the Presbytery including print, electronic and other formats of communication.
- the facilitation of communication across the Presbytery, including provision for translation and assistance to committees, commissions, staff, churches, etc. in communicating the results of their work to others
- facilitating the interpreting of the Presbytery's mission to congregations
- consultation with General Presbyter and Stated Clerk, as appropriate, in the preparation of formal press releases at the Presbytery level
- communication visioning: planning for the future

5.72 Membership

The membership of the Communications Ministry Team shall consist of 9 members accountable to, and chosen by, the General Mission Council.

5.80 ARCHIVES AND HISTORY

5.81 The Presbytery shall, through its General Mission Council, create a Presbytery Archives and History Committee. Responsibilities shall include preserving Presbytery history and archival material, creating an archival center and assisting congregations in writing their own histories and preserving archival records. This committee shall work with the Presbyterian Historical Society.

5.82 Membership

This committee shall be composed of five members accountable to the General Mission Council.

CHAPTER VI - THE CORPORATION

SECTION 6.10 FORMATION AND DUTIES

Presbytery shall form a corporation or corporations under the laws of the State of California to enable it to:

A. Carry out all powers and provisions described in Chapter VIII, The Church and Its Property in the Form of Government section of the *Book of Order*.

B. Manage its corporate affairs as Presbytery may direct from time to time.

SECTION 6.20 TRUSTEES OF THE CORPORATION

6.21 The persons elected to the Administration Committee shall at the same time be elected as members of the board of trustees, and their election to the Administration Committee and to the board of trustees of the Corporate Presbytery shall be done concurrently.

SECTION 6.30 ARTICLES

A copy of the Articles of Incorporation of Presbytery is annexed to these Standing Rules as Exhibit A, and a copy of the Corporation By-Laws, including the number of trustees, is annexed to these Rules as Exhibit B.

CHAPTER VII - INDEMNIFICATION OF OFFICERS AND TRUSTEES

SECTION 7.10 The Presbytery of the Pacific shall defend and hold harmless any trustee, officer, staff person, and any other person in an official capacity acting for and authorized by an officer, and shall indemnify him or her as follows:

A. On every claim, action, suit, or proceeding brought of any nature, whether groundless or not, arising out of or alleged to be related to or in any way connected with any negligence or wrongful act, breach of duty, neglect, error, misstatement or omission, or other act done or wrongfully attempted by any such officer, trustee, or person in his or her capacity acting for the Presbytery.

B. Reimburse or pay for all legal or other costs or expenses actually necessarily

incurred by the persons indemnified and shall include reimbursements of all judgements paid, amounts and expenses paid in settling any such action, suit or proceeding when settling is deemed to be appropriate and in the interest of the Presbytery.

C. These provisions shall not be applied to hold harmless or indemnify any trustee, officer or other person found guilty of any illegal or wrongful act made in bad faith, or the misuse of trust funds from which he or she personally benefited.

D. This indemnification provision is invalid and excluded for any individual who would normally come within the scope of those covered herein, in the event he or she would be covered under any other existing valid and collectible type of indemnification agreement or insurance protection regardless of the source.

## CHAPTER VIII - COMMITTEES

### SECTION 8.10 GENERAL PRINCIPLES

8.11 Committees shall have the responsibility to initiate, develop, and, upon approval of Presbytery or by authority herein granted, execute plans for the functioning of Presbytery in areas of concern assigned to them.

8.12 Each committee shall report to Presbytery. One report shall be an annual written report summarizing the year's activities.

8.13 The committees shall maintain working relationships with the appropriate organizations of Synod.

8.14 Each committee may form committees (sub-committees, task forces, etc.). The composition and specific tasks and relationships of such committees shall be set out in a manual of operation developed by each committee and approved by General Mission Council.

8.15 Each committee shall ordinarily meet at times which enable the maximum participation of laypersons.

8.16 A quorum for Presbytery committees shall be one-third of the committee membership, unless the Book of Order of the Presbyterian Church (U.S.A.) or the laws of the State of California prescribe otherwise.

### SECTION 8.20 EXPENSES

All necessary expenses of the committees of Presbytery, including the General Mission Council, shall be paid from approved Presbytery budgets.

### SECTION 8.30 MEMBERSHIP

8.31 The membership of committees shall be stated in the appropriate sections of these Standing Rules.

8.32 Not more than one-half of the members of a Presbytery committee should be ministers of the Word and Sacrament. The Committee on Representation is exempted from this rule. All other exceptions must be by vote of Presbytery.

8.33 Vacancies occurring by death, resignation or other cause shall be filled through Presbytery election.

8.34 A committee may appoint to itself or its sub-committees co-opted members, who shall have the privilege to deliberate, advise and work, but not to vote.

8.35 The provisions of these Standing Rules for nominations to be made by the Nominating Committee, or by the General Mission Council, shall not prevent any voting member of Presbytery from nominating any eligible person to membership on the General Mission Council or on any commission or committee. No person shall be nominated without having given prior consent.

#### SECTION 8.40 COMMITTEES

##### 8.41 CONGREGATIONAL LIFE

Believing Christians come to, experience, and live out their faith in the context of congregations; this committee shall be the Presbytery's means for nurturing congregations, congregational life, and relationships. Responsibilities shall include, but not be limited to:

- \* overseeing congregational development and redevelopment;
- \* resourcing congregations for evangelism, Christian education, stewardship, leadership development, and officer training; and
- \* coordinating the work of strategy groups.

##### Membership

This committee shall consist of 15 members elected by the Presbytery.

##### 8.43 COUNCIL FOR CAMPUS MINISTRY

The Presbytery shall elect a Council to provide accountability, advocacy, and care for Presbytery presence and property at UCLA and USC.

##### Membership

This shall be a council of 5 persons knowledgeable about higher education and be elected for a three year term.

##### 8.44 NOMINATING COMMITTEE

Believing that those who do the work of the Presbytery should be carefully chosen, this committee is entrusted with seeking out those with the skills and concerns needed by the Presbytery.

##### Responsibilities

The Nominating Committee shall be the nominating committee of the Presbytery as called for in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-9.0800). This committee shall nominate to the Presbytery persons to fill all vacancies on councils and committees of the Presbytery, Synod Council representatives; commissioners to Synod, commissioners to General Assembly, and committee chairpersons, except as otherwise provided in the Standing Rules. Members of the Nominating Committee may not be nominated for any of the positions for which the Nominating Committee is responsible without prior approval of the General Mission Council.

#### Membership

This committee shall consist of fifteen members, nominated by the General Mission Council, and elected by the Presbytery. The membership of this committee shall meet the Form of Government requirements for a nominating committee as called for in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-9.0800). The General Mission Council shall nominate the chairperson of the committee.

### 8.45 ADMINISTRATION

Believing Christians are called to be good stewards of resources and to manage affairs decently and in order, this committee shall be responsible for the administrative life of the Presbytery. Responsibilities shall include, but not be limited to:

- \* the financial life of the Presbytery - i.e. property, investment (including UCRF), financial management, budgeting (including Ecclesiastical and General Mission budgets);
- \* congregational financial oversight
  - receiving congregational financial reviews
  - assisting congregations with issues of financial management
  - assisting congregations with issues of the corporation;
- \* dealing with issues of the corporation as its trustees.

#### Membership

This committee shall consist of 18 members elected by the Presbytery.

### 8.451 TREASURER

The Administration Committee shall annually nominate and Presbytery shall elect a treasurer. The duties of the treasurer shall be:

1. To consult with the stated clerk and the budget committee of the General Mission Council regarding an annual budget for ecclesiastical expenses of Presbytery;
2. To collect and pay all apportionments unless otherwise directed;
3. To give account of the funds of Presbytery through a monthly status report, and at the May meeting of presbytery, present the certification of audit of the preceding year's accounts;
4. To monitor and report regularly the ecclesiastical and general mission finances of Presbytery.

### 8.46 SELF-DEVELOPMENT OF PEOPLE COMMITTEE

Believing Christian compassion means empowering people to care for themselves as well as caring for others, this committee shall be a means for encouraging self-reliance.

#### Responsibilities

The Self-Development of People Committee shall distribute its funds, and

recommend distribution of national funds, to self-development projects within the Presbytery according to the policies of the National Self-Development of People Committee as approved by the General Assembly of the Presbyterian Church (U.S.A.).

Membership

The committee shall consist of ten members elected by the presbytery in accordance with the policies of the National Self-Development of People Committee.

8.47 COMMITTEE ON REPRESENTATION

Believing that all members of the Presbytery and its churches should be represented in the work of the Presbytery, this committee shall be the Presbytery's means of ensuring that representation.

Responsibilities

This committee shall fulfill the full responsibilities and possess the full authority granted by the Form of Government, Chapter IX, ~~on~~ Governing Bodies, Section on the Committee on Representation.

Membership

This committee shall consist of eight members nominated by the General Mission Council, and elected by the Presbytery. The General Mission Council shall consult with the designated representatives of the racial ethnic membership and women's constituencies before nomination of persons to positions on this committee. The membership of this committee shall meet the Form of Government requirements for the Committee on Representation as stated in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-9.0105). The General Mission Council shall nominate the chairperson of the committee.

8.48 MISSION INTERPRETATION AND PROMOTION

Believing that Christians are committed to serving others and are to give themselves in service to others, this committee shall be the Presbytery's means for coordinating its mission activities. The primary responsibilities of the committee shall be threefold.

- A. To promote social justice and peacemaking as mission imperatives, including interpreting and arranging to receive the Peacemaking and other special offerings.
- B. To relate to specific missions within our geographic bounds. These may include, but not be limited to,
  - Hospital Chaplaincies
- C. To encourage support of various ministries by
  - recognizing congregational ministries within the Presbytery at large
  - interpreting and promoting Presbytery and PC(USA) missions to congregations
  - informing the PC(USA) about congregational and Presbytery missions.

Membership

This committee shall consist of 15 members elected by the Presbytery.

8.49 GOVERNING BODY, POLITY AND RECORDS

Believing that relationships among the Governing bodies of the Presbyterian Church USA are required and that order and review are necessary for this relationship, this committee shall be the Presbytery's means for accomplishing these duties. This committee shall be responsible for Governing Body relationship tasks assigned to it by the Presbytery (including making recommendation to the Presbytery concerning proposed overtures to General Assembly and/or Synod), matters of Polity education in the presbytery, and for the annual review of all session minutes and records.

#### Membership

This committee shall consist of 9 members elected by the Presbytery.

### 8.61 COMMITTEE ON MINISTRY

Believing the whole Church shares responsibility for the care and nurture of congregations and the care, nurture, and call of Ministers of the Word and Sacrament, the Presbytery shall create a Committee on Ministry.

#### Responsibilities

1. To fulfill the responsibilities as listed in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-11.0500) and all other portions where the duties of the Committee on Ministry are described.

2. Chaplains: The Committee on Ministry shall be the contact for chaplains in military service within the bounds of or related to Presbytery.

3. Non-parish clergy: The Committee on Ministry shall be responsible for the care, oversight, and validation of ministry for non-parish clergy including members-at-large, inactive members, and honorably retired members of the Presbytery.

4. Necrology: This committee shall procure and preserve the biographical records of the members of Presbytery who die and shall make an annual necrology report at the January meeting of Presbytery.

5. Pensions and Welfare: The Committee on Ministry shall be the source of information and services pertaining to pensions and welfare assistance for the members of Presbytery. It shall plan an appropriate recognition for members of Presbytery at the time of retirement.

#### Authority

1. The Committee is given authority to find in order calls issued by churches, to approve and present calls and invitations for services of ministers, to dissolve the pastoral relationship in cases where the congregation and pastor concur, to grant permission to labor within or outside the bounds of the presbytery, and to dismiss ministers to other presbyteries, with the provision that all such actions be reported to the next stated meeting of the presbytery.

2. To present for presbytery action those seeking membership in the presbytery.

#### Membership

This committee shall consist of twenty-one members elected by the Presbytery. The quorum for the Committee on Ministry is eleven. (G-11.0501b)

### 8.62 COMMITTEE ON PREPARATION FOR MINISTRY

Believing God's call comes to individuals with confirmation from the Church at large, the Presbytery entrusts the nurture and preparation of future ministers to the

## Committee on Preparation for Ministry.

### Responsibilities

1. The basic duties of this committee are enumerated in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-14.0300).

2. In relation to calls, contracts, and/or invitation: When a call, contract or invitation is received for the services of a candidate under its care, the Committee on Preparation for Ministry shall refer this to the Committee on Ministry for recommendation to the Presbytery concerning its presentation to the candidate.

3. Appropriate services: When presenting a candidate for ordination, the committee shall recommend to Presbytery the time, place, and participants for the ceremonies, including the membership of the administrative commission for this purpose.

4. Enlistment: The committee shall be responsible for the enlistment, registration, and care of persons interested in church vocations.

5. Theological seminaries: The committee shall be responsible for promoting the interest of, and relationship of candidates to, theological seminaries of the Presbyterian Church (U.S.A.).

### Authority

1. The Committee is authorized to enroll inquirers on presbytery's behalf with the provision that such action be reported to the next stated meeting of the presbytery.

### Membership

The committee shall consist of twenty-one members elected by the Presbytery.

## SECTION 8.70 PERMANENT JUDICIAL COMMISSION

Believing we live in a broken world where even Christians sin, the Permanent Judicial Commission is entrusted with examining and deciding, on presbytery's behalf, judicial matters brought to it in accordance with the Rules of Discipline section of the *Book of Order*.

### Responsibilities

This commission shall function according to the Constitution of the Presbyterian Church (U.S.A.), as described in the Rules for Discipline section of the *Book of Order*.

### Membership

This commission shall consist of nine members, five of whom shall be ministers and four of whom shall be elders, elected by the presbytery for terms of six years. There shall be three classes of three members with one class elected every odd numbered year.

## Section 8.80 COMMITTEE OF COUNSEL

When the need arises for a committee of counsel (Book of Order D-6.0302) between meetings of presbytery, the next meeting being more than two weeks away, the stated clerk is authorized to appoint a committee of counsel comprised of three people. The stated clerk shall consult with the general presbyter, presbytery moderator, and the moderator of the General Mission Council before appointing persons to serve on the committee of counsel. The stated clerk shall report the creation and composition of this

committee at the next stated meeting of presbytery.

#### Section 8.90 INVESTIGATING COMMITTEE

When the need arises for an investigating committee (Book of Order D-10.0201) between meetings of presbytery, the next meeting being more than two weeks away, the stated clerk is authorized to appoint an investigating committee comprised of three to five people. The stated clerk shall consult with the general presbyter, presbytery moderator, the moderator of the General Mission Council, chairperson of the Committee on Ministry before appointing persons to serve on the investigating committee. The stated clerk shall report the creation and composition of this committee at the next stated meeting of presbytery.

### CHAPTER IX- RELATED GROUPS

#### SECTION 9.10 PRESBYTERIAN WOMEN OF THE PRESBYTERY OF THE PACIFIC

Presbyterian Women of the Presbytery of the Pacific shall be recognized as the official organization uniting the women of the several churches of the Presbytery. It shall adopt its own by-laws and elect its own officers, subject to the review of Presbytery. It shall make an annual report to Presbytery at the second stated meeting, including a financial report, in accordance with the Constitution of the Presbyterian Church (U.S.A.), Book of Order.

### CHAPTER X - MINISTERS

#### SECTION 10.10 MEMBERSHIP

Minister membership is in accordance with the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-6.0200 and G-11.0400).

#### SECTION 10.20 RECEPTION

Ministers with letters of dismissal from other presbyteries of this Church or who are to become members of the Presbytery by ordination shall be received by vote of Presbytery on recommendation of the Committee on Ministry in accordance with the Book of Order, G-11.0402. Ministers from other denominations may be received according to the provision in the Constitution of the Presbyterian Church (U.S.A.), *Book of Order* (G-11.0404).

#### SECTION 10.30 ATTENDANCE

It is the duty of all ministers of the Presbytery to attend all of the stated meetings of Presbytery in their entirety. Ministers must present an excuse in writing if they are unable to attend a stated meeting, giving an acceptable reason for absence. When a minister has failed to attend three successive meetings without acceptable excuse, it shall be the duty of the stated clerk to communicate with the minister and session, where applicable, and the duty of both to reply.

#### SECTION 10.40 ANNUAL REPORTS

All ministers on the roll of the Presbytery who are not installed pastors shall report annually to the Presbytery's Committee on Ministry through the Stated Clerk, such report to include a statement of their residence and employment.

#### SECTION 10.50 RESIGNATIONS

Any person proposing to resign as a pastor, co-pastor, associate pastor, or stated supply in a church of the Presbytery shall notify the chairperson of the Committee on

Ministry before presenting a resignation and shall seek the Committee's counsel.

## CHAPTER XI - CHURCH SESSIONS

### SECTION 11.10 ELDER COMMISSIONERS

11.11 Each church session is required to elect at least one elder commissioner to attend each meeting of Presbytery in accordance with the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-11.0101).

11.12 Each church session is urged to elect alternate elder commissioners when necessary to assure continuous representation.

11.13 Sessions are encouraged to elect commissioners to the Presbytery for at least a year, preferably two or three (G-10.0102p1).

11.14 It is the responsibility of all elder commissioners and alternates to attend all of the stated meetings of the Presbytery in their entirety.

11.15 When a church has not been represented by the allotted number of elder commissioners for two successive stated meetings without excuse, it shall be the duty of the stated clerk to communicate with the session and the duty of the session to respond.

### SECTION 11.20 REPORTS TO PRESBYTERY

Each session shall adopt and forward through its clerk to the stated clerk of Presbytery the following:

A. By February 15<sup>th</sup>, the annual statistical report in the form required by General Assembly, Book of Order (G-10.0102p7);

B. By March 1 of each year, a financial statement including a balance sheet and income and expense statement.

C. Before the second stated meeting of the year, through the Committee on Ministry, a statement that during the year just ended the contractual provisions of the call(s) or invitation(s) to the pastor(s) have been fulfilled; and a statement that, prior to the adoption of the annual budget of the church, the session has reviewed the adequacy of their pastor(s) compensation;

D. Following the annual election of church officers, a list of names and addresses of the moderator, clerk of session, and church treasurers;

E. Financial Review

Each session is required to have a complete financial review of all books and records relating to finances of the congregation, the church school, or other societies or agencies of the local church, completed once each year by a committee of local church members or members of Presbytery versed in financial review procedures. Such reviewers should not be related to the treasurer (or treasurers). Copies of said financial review reports shall be made available upon request by the Administration Committee.

## CHAPTER XII - CHURCHES

### SECTION 12.10 NEW CHURCHES

The right to plan and organize new churches shall be vested in the Presbytery and said organized church shall function under the provisions of the Constitution of the Presbyterian Church (U.S.A.).

SECTION 12.20 PASTORAL VACANCIES

When a church has a pastoral vacancy, or is about to have one, the session shall immediately consult with Presbytery's Committee on Ministry to take the proper steps in filling the vacancies as outlined in the Constitution of the Presbyterian Church (U.S.A.), Book of Order (G-14.0502).

SECTION 12.30 PER CAPITA APPORTIONMENT

Each church is requested to remit to the treasurer of the Presbytery on or before March 1st each year its per capita apportionment for the year. Payment shall be the amount established by action of the Presbytery and shall be based on the number of communicant members reported to Presbytery as of the beginning of the previous calendar year.

SECTION 12.40 FINANCIAL OBLIGATION

No church shall call a new pastor until it has provided for the fulfillment of its financial obligations to its former pastor and reported such action to the Committee on Ministry.

SECTION 12.50 PENSION PLAN PARTICIPATION

The call to a pastor or associate pastor or the invitation to an interim pastor or temporary pastoral supply shall contain provision for participation in the Presbyterian Pension Plan.

SECTION 12.60 INSURANCE

All churches shall carry adequate insurance for the protection of ~~its~~ their real and personal property, and in addition shall carry adequate public liability insurance as recommended by Presbytery, and shall provide Worker's Compensation coverage as required by state law for both paid and volunteer workers.

SECTION 12.70 PROPERTY TRANSACTIONS

When a church contemplates selling, buying or leasing real property, or contemplates borrowing money by encumbering its real property, it shall, through its session, first secure permission of Presbytery as required by the Form of Government, Book of Order (G-8.0000). A request for permission to sell, buy or lease real property shall be filed in duplicate with the clerk, who shall refer it to the Administration Committee.

SECTION 12.80 REVIEW OF CHURCH BY-LAWS

Any church preparing or amending its by-laws shall submit a copy of the proposed by-laws or amendments to the clerk of Presbytery for review.

CHAPTER XIII - GENERAL ASSEMBLY COMMISSIONERS

SECTION 13.10 TIME OF ELECTION

Commissioners to General Assembly shall be elected at the first stated meeting of the Presbytery in the calendar year in which the Assembly meets.

SECTION 13.20 NOMINATION OF COMMISSIONERS

13.21 The Nominating Committee shall present to Presbytery a slate of commissioner nominations which is twice the number Presbytery is entitled to elect.

Nomination of ministers or elders who have agreed to serve may also be presented from the floor.

13.22 Nominations shall be made in accordance with the Presbytery Guidelines for selection of Commissioners to General Assembly and the selection of the Youth Advisory Delegate.

13.23 All commissioners, and an equal number of alternate commissioners, shall receive a majority vote in order to qualify as commissioners from the Presbytery. Any nominee(s) who receive a majority of votes on the first ballot shall be elected as commissioners or alternates in the order of most votes received. Nominees who receive the highest number of votes after those elected shall be nominated to fill vacant commissioner or alternate positions.

#### CHAPTER XIV - SYNOD COMMISSIONERS

##### SECTION 14.10 NOMINATIONS

Nominations shall be made by the Nominating Committee in accordance with the Standing Rules of the Synod of Southern California and Hawaii.

##### SECTION 14.20 TIME OF ELECTION

Commissioners to Synod shall be elected at the November meeting of Presbytery.

##### SECTION 14.30 ALTERNATES

The stated clerk shall recommend to the Presbytery at its November meeting nominees as alternates.

#### CHAPTER XV - AMENDMENT AND SUSPENSION OF RULES

##### SECTION 15.10 AMENDMENTS

Amendments to these Rules may be made by majority vote of members present at any stated meeting provided that written notice of the proposed change shall have been distributed with the notice of the meeting.

##### SECTION 15.20 SUSPENSION

These Rules may be suspended by a two-thirds vote of the members present and voting at a stated meeting only.